

**UTAH DEPARTMENT OF CORRECTIONS  
CENTRAL UTAH CORRECTIONAL FACILITY  
CONTRACT STAFF ACCESS RULES & REGULATIONS  
ORIENTATION**

**I. ID PROCESS**

For the purpose of this document, contract staff will refer to any individual requesting access to the Central Utah Correctional Facility who are not Utah Department of Corrections paid staff or Central Utah Correctional Facility volunteers. Contract staff shall include, but is not limited to, all architects, engineers, consultants, contractors, subcontractors, educational agencies, medical agencies, etc.

All contract staff are required to be cleared in advance for entry into secure areas of the Central Utah Correctional Facility (CUCF). The minimum information required for each individual is: Full Name, Date of Birth, Social Security Number and Driver's License State and Number. For full access to the CUCF with a contract ID card, the full CUCF ACCESS APPLICATION FORM must be filled out and submitted along with a signed copy of these rules and regulations. All of the required information must be submitted in typed or fully legible "hand printed" form a minimum of three (3) normal State workdays in advance of the requested entry date.

The required information and/or any questions should be directed to a Facility Representative as follows:

<b><i>TYPE OF CONTRACT STAFF</i></b>	<b><i>FACILITY REPRESENTATIVE</i></b>	<b><i>PHONE</i></b>	<b><i>FAX</i></b>
BUILDING OR FACILITY WORKERS (IE. ARCHITECTS, ENGINEERS, CONSULTANTS, CONTRACTORS, SUBCONTRACTORS, THEIR EMPLOYEES, ETC.) ALSO SUPPORT FUNCTIONS SUCH AS REPAIRMAN (XEROX, ETC)	Terry Jacobs  Or  Lisa Irons	(435) 528-3050   (435) 528-6108	(435) 528-3051
EDUCATION	Dee Ivie	(435) 528-6233	(435) 528-6234
MEDICAL	Kaylene Avery	(435) 528-6276	(435) 528-6273
OTHERS (IE. COKE OR PEPSI EMPLOYEES, ETC.)	Melissa Marx	(435) 528-6176	

Ex-offenders or parolees are normally not permitted access to the facility, especially involving high security construction, security equipment and/or systems. All contract staff are subject to having a criminal identification check processed. Anyone with a verified record of criminal activity deemed to pose a potential hazard to prison security may be denied access to prison property. In addition, the minimum contractor / worker

age for access onto CUCF Property is 18 years old. A special review of denied individuals may be requested if their services are deemed critical.

If approved full access to the CUCF, when first arriving at the facility each individual will have his or her picture taken, be entered into the facility bioscanner entry control system and a CUCF ID Card will be printed. All contract staff must have picture Identification on their person when arriving at the facility. A valid Utah Driver's License or Driver's License Division ID is preferred; however, any valid picture ID is acceptable. The individual's personal identification card will be exchanged for the CUCF ID Card. CUCF ID cards must be worn in plain sight while in the facility. Personal identifications will be returned upon return of the CUCF ID and exit from the facility. NOTE: Depending on the scope and location of any given work site, contract staff may be required to leave wallets, purses, keys, and other such personal items outside secured areas in locked vehicles, facility lockers, etc.

Full access to the CUCF will not include access to the prison dining room for meals unless the Warden has granted specific approval in advance.

Contract staff will notify their Facility Representative and turn in any facility issued identification or other state property in their possession upon termination of their services.

## **II. RULES & REGULATIONS CONTRACT STAFF WILL ADHERE TO WHILE AT THE FACILITY:**

- ✓ No unlocked vehicles may be left unattended.
- ✓ No running vehicles may be left unattended.
- ✓ No vehicle keys may be left in the vehicle to which they apply.
- ✓ All vehicles and equipment must be parked a minimum of 50 feet away from fences, unless otherwise authorized.
- ✓ CUCF offenders currently wear white clothing with CUCF markings. Inmate work crews wear Gold or "bright" Green colored tee shirts, again with CUCF markings. Contract staff are requested to avoid wearing these colors of clothing at any time.
- ✓ Do Not Run - especially toward or away from any fence line.
- ✓ Anyone entering prison property is subject to search of his/her property, person and vehicle. Failure to submit to this search will result in expulsion from prison property and/or arrest upon probable cause.
- ✓ No weapons, ammunition, explosives, drugs, alcoholic beverages, poisons, acids or other dangerous objects or hazardous substances are allowed on Prison Property without specific written authorization. These items will be confiscated if found and appropriate action will be taken. Required prescription medications may be carried in limited daily dosages only.
- ✓ Any statutory or illegal contraband, or other controlled items as stipulated by this document, found on a person, in a work area or in a vehicle will be confiscated. Vehicles may also be confiscated. Any item(s) violating State Law will result in an investigation and/or arrest by the UDC Enforcement Bureau or local law enforcement agency. If any

statutory or illegal contraband or other controlled items are returned to the prison a second time, access to CUCF property may be denied permanently.

- ✓ Any person who the officer believes is arriving at the facility impaired by alcohol or drugs shall be denied access to prison property and may also be detained pending arrival of an Enforcement Officer who will determine if a citation or arrest is warranted.
- ✓ In the event of a prison emergency; i.e. Fire, escape, riot, etc., all work sites will be secured and traffic to and from the sites halted. Work within the sites will be allowed to continue normally as long as it is deemed that there is no physical threat to the individuals or the site. When the emergency has been verified and resolved, the site(s) will be re-opened to traffic. If evacuation of a site is necessary, everyone will be expected to gather in one central location identified by security personnel and will be escorted to a safe area.
- ✓ SMOKING is not allowed in any UDC Correctional Facilities. Special outside smoking areas have been designed near some facilities. If you desire to smoke while on Correction's property, you will need to check with the security personnel for the nearest approved area.
- ✓ Cameras, tape recorders, or news media people will not be allowed on prison property without special approval.
- ✓ Contract staff may not represent themselves as a representative or paid employee of the Central Utah Correctional Facility or Department of Corrections.

### **III. RULES & REGULATIONS REGARDING INTERACTION WITH OFFENDERS:**

- ✓ Contract staff shall not "visit" with offenders.
- ✓ Contract staff shall not give anything to offenders unless specifically outlined in their job description. Giving contraband to offenders is a felony.
- ✓ Contract staff shall not take anything from an offender unless it is specifically outlined in their job description.
- ✓ Contract staff must at all times avoid undue familiarity with offenders or their families including contact through visiting, mail or telephone calls. Contract staff will not pursue a relationship with an offender that is outside their assigned job description.
- ✓ Contract staff must report to the Facility Representative any relationship with an offender, including but not limited to being on an offenders visiting list and/or any family members incarcerated, as soon as the Contract staff becomes aware of the situation.
- ✓ Contract staff will understand that persons under the supervision of this Correctional Facility have been convicted of felony criminal activities and that any offender to which the contract staff comes in contact with may attempt to take unfair advantage, including a possible hostage situation. If taken hostage, contract staff shall understand that they will not be recognized as an advantage for the hostage taker(s).
- ✓ Nothing in / Nothing out. Contract Staff will not be permitted to bring anything into the facility, which is not required specifically for the completion of their duties. Any items taken through Central Control, or other control points, other than commonly accepted daily items or preapproved construction tools/materials, must be approved in writing prior to entering the facility. Contract staff wishing to bring anything in through Central Control should contact their Facility Representative for clearance procedures.

#### **IV: CONTRACTORS/CONSTRUCTION SITE ISSUES:**

- ✓ Ladders may not be left unsecured in construction sites at night or on weekends, holidays, etc, when no work is going on.
- ✓ Portable ladders must be removed from the site and secured outside of the fence perimeter at the end of all workdays.
- ✓ No tools or equipment may be left un-attended. Un-attended tools or equipment will be confiscated. Return of confiscated tools or equipment may require a meeting between the contract staff and CUCF officials.
- ✓ Larger, heavier ladders and scaffolding may with CUCF approval be secured by chains and padlocks to immoveable objects within the construction area, but safely away from all fences. NOTE: Unsecured ladders, etc., will be confiscated.
- ✓ Do Not throw away broken or worn out saw blades of any kind at the Prison Site. Dispose of them at your home, shop or office. NOTE: Your job specifications may establish a centralized disposal point for un-usable saw blades, used Hilti cartridge clips, etc.
- ✓ Explosive Cartridges or "Ammo Clips" for "Hilti type guns", etc. (explosive anchoring devices) must be locked up and/or strictly supervised at all times. Cartridge "clips" shall be disposed of away from prison property or in other "authorized locations". If you have a Hilti Gun, etc., in your equipment, the Security Officer for your work site must be notified.
- ✓ Cutting torches and equipment may not be left unattended in construction areas. All cutting torches, related fuel tanks, etc., must be maintained on carts or vehicles and must be removed from construction sites at the end of every workday.
- ✓ Work hours for construction within the prison fences will normally be limited strictly to daylight hours, Monday through Friday. If early morning, late evening, weekend or holiday work is planned or needed; the project security staff and Project Coordinator must be contacted at least 48 hours in advance for approval.
- ✓ Contractors will not be permitted to store flammable liquids or fuel tanks within the security fence perimeter. Contract staff will be assigned a specific approved storage area for any such items on request.
- ✓ When working inside the prison fence lines, all traffic is checked, searched and cleared at our main truck gate sally ports. In order to help us expedite your traffic, all trips through the gates should be limited to those that are absolutely necessary. "Car pooling" in company vehicles from the main prison parking areas into the construction site is required. When checking out through the prison gates, all workers in any vehicle must get out of the vehicle, check out through established bioscanner(s) and stand next to the vehicle while it is searched.
- ✓ Private vehicles used primarily for transportation will not be allowed into construction sites inside the secure perimeter without prior clearance. "Company" and/or primary "work" vehicles will be permitted.
- ✓ Foot traffic into construction sites is encouraged when practical.
- ✓ No vehicles or motorized construction equipment may be left inside the security fence perimeter when no construction work is going on. With special authorization "tracked" vehicles may be disabled, locked and left in a construction area.

- ✓ Contractors are responsible to provide their own portable restrooms for construction sites. Contract staff will not be allowed access to occupied prison facilities to utilize restrooms unless restrooms are located in the immediate work area and the CUCF Administration has approved such access.
- ✓ All contractors will be required to clean up all construction debris and "extra" construction supplies from work areas on a daily basis. Construction debris must be hauled away immediately or placed in a designated disposal site at the CUCF. (See Terry Jacobs for disposal area.) Contractors are required to immediately clean up and dispose of all construction "trash" scattered by wind, storms, etc., Special Authorization is required to enter main perimeter fence areas for cleanup. Contractors are responsible for providing their own project dumpsters.
- ✓ Contractors working at the CUCF on authorized bid projects are responsible to provide ALL of their own tools and equipment for the work involved in those projects. The CUCF cannot permit contractor use of state owned shops, tools, or equipment.
- ✓ All contractors working at the CUCF are required to fully comply with all applicable OSHA work safety requirements; take prudent precautions to protect the work site and adjacent facilities from damage; and to provide appropriate safety equipment, including fire extinguishers and other "fire protection devices" for their work areas.
- ✓ All contractors working at the CUCF are required to take reasonable precautions to avoid causing damage to the existing facility and it's utility lines, etc., in the course of completing their authorized project(s). Special attention should be given to utility lines that may be buried, or imbedded in walls, under floors, etc. The CUCF maintenance staff will provide the best available information on what lines are known or suspected to be in any given area. The contractor(s) are responsible to use due care to eliminate and /or minimize damages. When and if damage occurs, the contractor(s) are required to cooperate fully with prison maintenance or other emergency personnel to assist with and expedite any repairs required to restore normal prison services and operations. Negligence or carelessness on the part of any contractor that results in all or part of any "damage" will result in that contractor being held liable for all or part of the damages. In all cases the extent of any such liability will be negotiated with the primary or "general contractor" responsible for the project, with the assistance of the Project Architect and DFCM. In accepting the award of any project at the Central Utah Correctional Facility the contractor(s) also agrees to negotiate any such damages in good faith with State and CUCF representatives.
- ✓ All planned interruptions to utility services at CUCF require a minimum "five (5) work day notice" to CUCF Maintenance Department (phone 435-528-6471). Advance arrangement for all such facility disruptions must also be discussed and "approved" in the regularly held project meetings, with the entire Project Planning Team (DFCM, Architect, CUCF/UDC, and General Contractor). In the case of an emergency "unscheduled utility disruption", CUCF maintenance is to be notified immediately and the contractor(s) is responsible to assist with and expedite needed repairs.
- ✓ Project Material Lay-down Area(s): Each construction project at CUCF will be individually evaluated for it's "material needs" and one or more material staging areas will be designated on a space available basis. The amount of materials allowed to be stored directly in the work area will be regulated in order to maintain area security. Identified excess materials must be returned to the designated storage area(s) at the end of each workday.

## CONTRACT STAFF RULES & REGULATIONS AGREEMENT:

If you have any problems with these regulations or would like a special exemption, clarification, etc., contact your Facility Representative as identified.

Note: These rules are subject to review and change at any time. It is your responsibility to be aware of current policies and procedures and to adhere to them at all times.

I, (print name) \_\_\_\_\_, by my signature below, attest that I have read the preceding Rules and Regulations, rv 8/05/03, and that I agree to comply with all stipulations. Further I understand that I am being given access not to exceed four months. For full access longer than this four (4) month period of time, I understand I will need to attend a four (4) hour Contract Staff Training Session.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Facility Representative

\_\_\_\_\_  
Date